



PRERNA SEWA MANDAL

Reshimbagh Square, Nagpur - 440024 | Ph. No.: 0712 - 2745296, 2746840

(Registered Under the societies Registration Act XXI of 1860 / 370 / 83 / BPTACT / 1950, F/3826)

Email : psm1105298@gmail.com / Website : www.prernagroupofedu.org

E-GOVERNANCE POLICY

Date : 18th July 2023

Introduction

The college is functioning as a premier institution in the region dedicated to greater success and higher goals for students of commerce, science and arts. The institution is managed by highly qualified personalities and stalwart educationists forming the Prerna Group under the Prerna Sewa Mandal.

Objectives

The College has following broad objectives under its E-Governance policy:

- To make every information of the institute available to all the staff.
- To establish transparency and accountability in the work process.
- To achieve paperless administrative process.
- Maximum use of ICT resources and software.

Areas of E-Governance

Administration

The e-governance has been implemented in the case of staff attendance, official communications to teachers, students, alumni and other agencies such as NAAC by giving email. Whatsapp group has been created exclusively for college teaching and non-teaching staff, students, alumni for quick communication and sharing of necessary information.

Surbhan
SECRETARY
Prerna Sewa Mandal
NAGPUR

Prerna
Dr. S. C. G.
Commerce
Prerna College of
Commerce

Prerna Convent
Reshimbagh, Nagpur
0745296 / 2746840

Prerna Public School
Vihirgaon, Umred Road,
Nagpur. 8983080305

Prerna Little Flower (STATE)
Reshimbagh, Nagpur
0745296 / 2746840

Prerna Little Flower (CBSE)
Vihirgaon, Umred Road, Nagpur
7276025501, 7276026501, 8237070501

Prerna Junior College
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The institution has Biometric Machine for the staff attendance, Gyan Security Solutions, Ved (Software private Limited), Vy Clean Solutions - 0712/2745412

Finance and Accounts

The financial matters are managed using Tally software. The accounts are also audited annually by chartered accountants. The college management has appointed two accountants in the college administration to maintain the account of income and expenditure and the details of the finance and accounts is maintained electronically and periodical auditing is done twice in a year, first auditing for nine months is done in the month of January or February and second for three months is done in the month of April or May. Salary of faculty members and staff is transferred directly to their bank account.

The institution has Tally ERP 9 (Software private Limited).

Student Admission and Support

Admission of students is done through the software. Mail ids and contact numbers of all members of Discipline and Anti Ragging Committee and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail. Students get time to time messages from the college regarding examination etc.

The institution has Ved (Software private Limited), Vy Clean Solutions - 0712/2745412

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DIRECTOR
Dr S C Gurjane Prerna College of
Commerce, Science and Art, Resid. 24
C-24, Resid. 24

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Safety and Security

For the safety of students there are CCTV surveillance cameras located at every corner, classroom and laboratory of the institute. CCTV cameras helps in monitoring and keeping track of activities taking place in the premises 24X7.

The institution has Gyan Security Solutions – 8788373766, 9730511290, 8983280086

Examination

Evaluation of answer scripts is conducted online in the affiliating university from academic year 2018- 2019. Faculty members of this college follow fully online system and perform their evaluation duties as examiner, head examiner, scrutinizer, reviewer as and when appointed by the university.

Promarc, RTMNU, (Exam Management System) - 7447426801/2/3/4/5/6/7

Library

The library of college has books. To maintain the data, the college has Library Management Software which provides easy access to the books stored in library. Vy Clean Solutions - 0712/2745412

New software for library is purchased from Master's Software Pvt. Ltd. on 3rd July 2023.

Sevhan
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Dr. S. C. Gurmane
DIRECTOR
Dr. S. C. Gurmane Prerna College of
Commerce, Science and Art, Reshimbagh
Chowk, Nagpur-24

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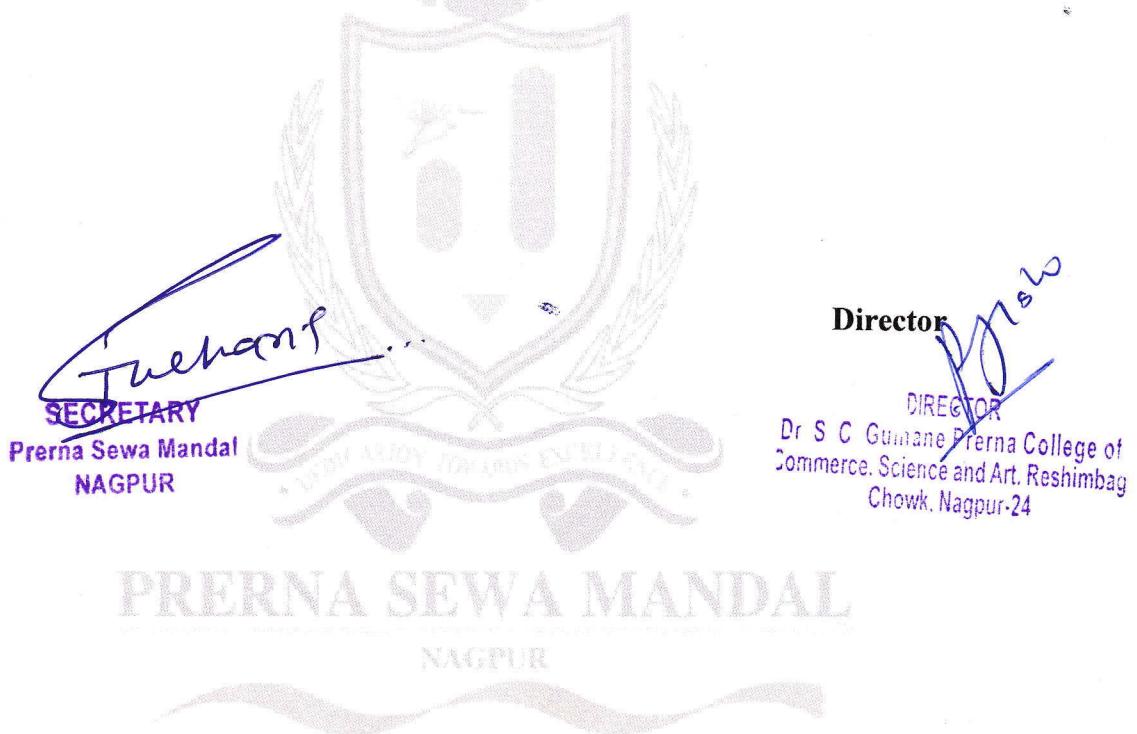
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Website

The institution has an impressive website which provides all information regarding the institute like reports of the conducted events, activities, important notices, minutes of CDC, IQAC etc. Website Committee members look after the website and update the contents from time to time. The maintenance is done by Softweb design studio, 9561890991





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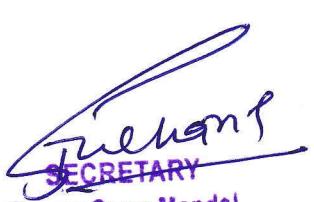
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DISCLAIMER

The Policies and Procedures detailed in this document are provided only for informational purposes. Dr S. C. Prerna college of Commerce, Science & Arts, Reshimbagh, Nagpur does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information or process. The college reserves the right to alter, suspend, or terminate the policies and procedures, described here. This document is continually edited and updated, as per the applicable rules and regulations. Every effort is made to keep this document current and to amend the errors brought to our attention.

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NAGPUR


SECRETARY

Prerna Sewa Mandal
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Director


DIRECTOR
Dr S. C. Gujrale Prerna College of
Science and Art Reshimbagh

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